

M E M O R A N D U M
#2006-20

TO: Chief Fiscal Officers

FROM: Karen Field Rogers
Director of Financial Integration

DATE: June 1, 2006

SUBJECT: FY 2006 Expenditure Report for June 2006

Enclosed is the daily Validity Balance Report as of May 31, 2006. In accordance with our Mass Memo #2006-01, this report will help you prepare the monthly Expenditure Report due in the Office of Management and Budget no later than Monday, June 12, 2006. Projections on your complete budget must be reported. Please follow the format provided in the Mass Memo #2006-01.

Personnel costs should be based on expenditures through May 31, 2006. Your allocation of Personnel Costs contained in the Office of Management and Budget's Contingency Account should be added to your appropriated amount to determine your surplus or deficit in Personnel Costs.

This report must be based on actual expenditures through May 31, 2006 and a projection for the remainder of the fiscal year.

Your continued cooperation in this endeavor is appreciated. If you have any questions, please contact me at (302) 739-4206. Reports can be either faxed to the Office of Management and Budget at (302) 739-5661 or e-mailed to me at Karen.Field.Rogers@state.de.us.

KFR:jlc
Enclosure
cc: Fiscal and Policy Analysts